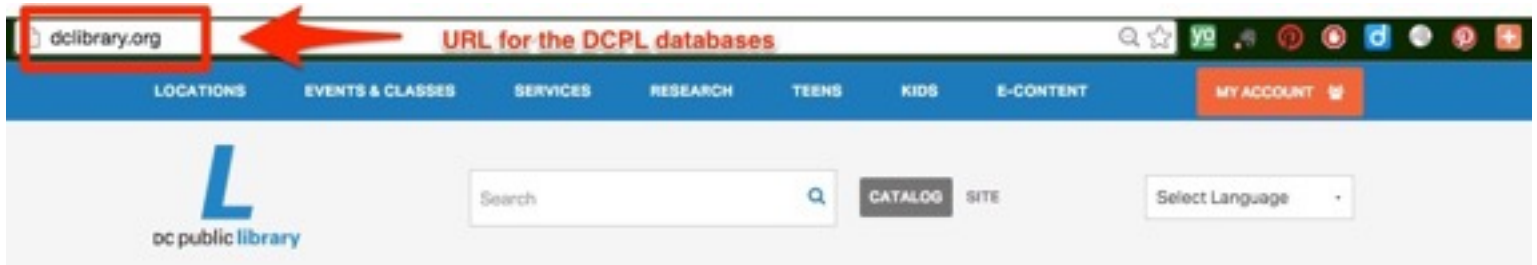


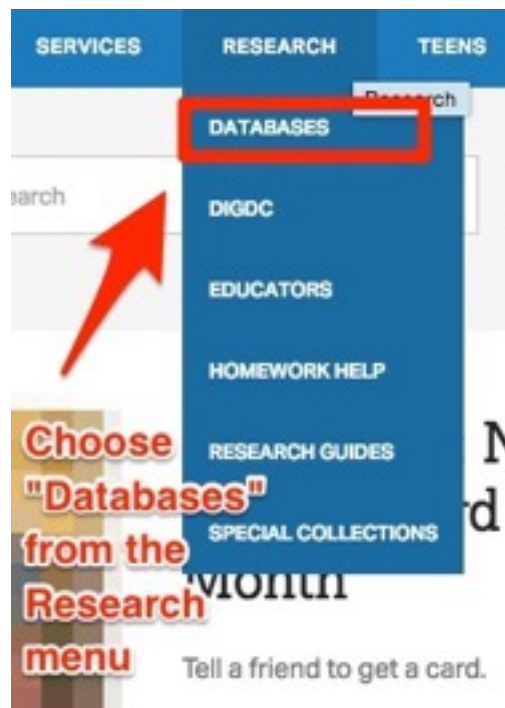
Name : _____

How to access DCPL databases

1. In your web browser, go to dclibrary.org.



2. On the top menu bar, mouseover the Research dropdown menu.
3. On the expanded dropdown menu, choose “Databases.”



4. Search for the database you need or use the alphabetical listing below the search boxes.

- If you need a specific database and you know the title, search by title in the keyword box.
- If you aren't sure which database you need, use the subject box to narrow down the list of options.

5. Choose the database you need, and then enter your library card number or DC ONE Card number and pin. If you are looking for an “In Context” database, you can skip this step as long as you are on a DC computer.

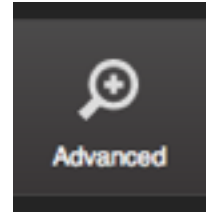
- The PIN number is usually the last four digits of your library card or DC ONE Card number.
- EXAMPLE: Card # 21172018698292, PIN #: 8292

Using Gale “In Context” databases

(Student Resources in Context, Science in Context, Biography in Context, etc)

Searching

Though the basic search box looks like Google, it works a bit differently! Broader keywords (ex. colonies) are better than specific ones or phrases (ex. tobacco growing in VA colony). You might need to try a lot of related terms or the Advanced Search features (pictured below) to get what you need.



Advanced Search

Search in ☒ U.S. History ☐ World History ☐ Both U.S. & World History

Search for in

And in

And in

[Add row](#) [Delete row](#) [Search](#)

Content Type

- ☐ Academic Journals
- ☐ Case Overview
- ☐ News
- ☐ Videos

- ☐ Audio
- ☐ Images
- ☐ Primary Sources
- ☐ Websites



Content Level

- ☐ Basic
- ☐ Intermediate

Results page

Search results: Basic Search= pennsylvania

Suggested Topic Pages




Philadelphia

Valley Forge

Search results are organized by type of resource. Click the type of source you need for your project to see only those results.

Reference 1,790

[Save](#) **Pennsylvania**

 Gale Encyclopedia of U.S. Economic History, 1999
From *U.S. History in Context*

In Charles Andrews' *The Colonial Period of American History*, Pennsylvania's founder, William Penn (1644-1718), is quoted as saying, "I abhor contention, niceties, doubtful disputation, divisions, etc., and am for..."

[Save](#) **Pennsylvania**


UXL Encyclopedia of U.S. History, 2009
From *U.S. History in Context*

Pennsylvania, a state named after its founding father, (1644-1718), entered the Union on December 12, 1787, as the second state. Located in the northeastern United States, Pennsylvania is bordered by , Lake Erie,

[Save](#) **Pennsylvania Railroad**

Everything

- [Reference \(1,790\)](#)
- [Biographies \(2,792\)](#)
- [Primary Sources \(125\)](#)
- [Images \(337\)](#)
- [Magazines \(3,259\)](#)
- [News \(175,217\)](#)
- [Videos \(37\)](#)
- [Academic Journals \(3,653\)](#)
- [Audio \(1,749\)](#)
- [Case Overview \(66\)](#)



Tools menu

When you open the resource you need, the tools menu can help you save and cite it so it is easy to access for later research. Tools you will use most include:

- **Citation Tools:** Get a pre-formatted MLA citation to use in your Works Cited list. See below for more details.
- **Email:** Send the document via email to yourself, a classmate, or your teacher.
- **Print:** Print a paper copy of a resource.

Tools

- Citation Tools
- Email
- Download
- Print
- Highlights and Notes (0)
- Save
- Share
- Translate

Emailing an article from “In Context” databases

1. Select “Email” from the Tools menu.
2. Fill in the boxes according to the instructions on the picture at the right.
3. Hit “Send” when finished.

Required fields marked with *

Sender email

Fill in the "Sender" and "To"

Subject

Virginia

boxes. If you are sending the email to yourself, your email goes in both boxes.

To*

(Type email addresses separated by commas)

Message

Format

☒ HTML

☐ PDF

Choose PDF for format

We will not sell any information you enter on this page or use it to send unsolicited email. Please see our [Privacy Policy](#) for more information.

Hit send when finished.

Send

Cancel

Saving an article from “In Context” databases to Google Drive

1. Select “Download” from the Tools menu.
2. Choose “Save to Google Drive.”
3. Click “Download” when finished. If you are not already signed into Google Drive, you will need to sign in to finish downloading the article.
4. After the article downloads, locate it in the folder named after the “In Context” database you are using. Ex.

Select a format to download

Format Option:



Save to Google Drive™



Save to OneDrive™



HTML



PDF

Download

Cancel

Using *Britannica Image Quest*

Image Quest is easier to use than the “In Context” databases, but has many of the same features — including email, citation, downloading, and printing tools for a wide range of images.

To find an image

1. Use the simple search bar at the top of the entry page. Being specific in your keywords works most of the time on this database.
2. Review the results to see which picture is the best for your topic.
3. Click on the image you want to use to see the image entry with research tools. See below for a picture of an image entry.



Using an image entry



Using Encyclopedia Britannica School

Britannica School is a great encyclopedia to use for research in all subject areas. Follow the instructions below to find great sources!

1. Select the best level of detail for your research needs. Elementary articles are clear but less detailed, middle school articles are a balance between detail and efficiency, and high school articles offer the most details, but are the most complex reading.

Select learning for any level.

Choose the best level to be sure you will understand your sources. Most often, you will choose "middle."



2. Use the search bar at the top of the page to find articles. Remember to use keywords to get the best results in this database!



3. The article tools can help you save and send your article. The printer icon will help you print, and the check mark icon will give you a citation for your source.

